



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Revenue Analyst

Recruitment Period: Submit resume by **November 4, 2022**

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$50,000 - \$56,000

Position Location: Fulton

Job Summary

Under general supervision by the Accounting Manager, the Revenue Analyst monitors the accounts receivable accounting sub-system; Analyzes and reconciles accounts receivable data and transaction; Initiates contact with vendors, state agencies or with other judicial entities regarding accounts receivable invoices; Develops a solution for accounts receivable discrepancies; Serves as liaison in responding to accounts receivable inquiries. Maintains accounts receivable file information; produces various reports for management and performs other related duties as directed.

Job Responsibilities and Performance Standards

- Reviews complex accounts receivable billing documentation and other information to arrive at logical and accurate accounts receivable billing statements
- Determines appropriate corrective action to take when confronted with accounts receivable discrepancies; takes initiative to assure that corrective action is completed
- Correctly applies accounting principles according to GAAP, Governmental Accounting Standards, fiscal policies, procedures, applicable state and federal guidelines.
- Carefully reviews documentation, entries and reports for accuracy and completeness
- Adequately analyzes accounts receivable transactions on reports, as well as accounting systems and sub-systems
- Accurately and completely records financial transactions according to generally accepted accounting principles
- Reviews and analyzes subsidiary ledger accounts accurately for fiscal integrity as well as compliance with applicable principles, standards, guidelines policies and procedures
- Serves as liaison in responding to accounts receivable inquiries for solution of routine billing problems, information, or interpretation from third parties such as vendors, governmental entities, auditors, outside entities, etc.
- Initiates contact with vendors, state agencies or with other judicial entities regarding accounts receivable invoices.
- Reconciles discrepancies with deposit slips in required time frame and accurately balances daily deposit journal with computer file before releasing
- Promptly advises supervisor of any balancing problems with deposit slips such as incorrect amounts
- Accurately and clearly explains accounts receivable system, subsystem procedures and practices. Reviews and insures correctness and accuracy of various billing statements
- Maintains accounts receivable file information
- Maintains complete accurate and readily accessible files
- Produces various reports and reconciliations for management.
- Record monthly allotment and revenue transactions
- Performs other related duties as directed.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer

Minimum Training and Experience

- Bachelor's degree in Accounting/Finance/Business Administration. A Strong understanding of general accounting principles, mastery of spreadsheets; Excellent written and verbal communication and analytical skills; Demonstrated ability to manage multiple projects within specified time frames.

Preferred Qualifications

- Two or more years of accounts receivable experience in Team Works Financials

Technical Competencies

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Effective interpersonal and technical support skills.
- Excellent time management skills with a proven ability to meet deadlines.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

To apply:

Applicants must submit a resume to **resume@georgiacourts.gov** by close of business **November 4, 2022**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line **MUST** include: **Revenue Analyst**

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process. Applicants who require accommodations for the interview process should contact **resume@georgiacourts.gov** or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.